

APRIL/MAY 2024

**23USCA13 — FUNDAMENTALS OF
INFORMATION TECHNOLOGY**

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Expand : COMPUTER.
2. Define : Software and Hardware.
3. What is word processor?
4. List out the Menus in MS-word?
5. How to save and exit from excel?
6. What is the use of function?
7. Comment on PowerPoint.
8. Where do the title and text appear in a slide?
9. Give the benefits of Email.
10. Write about URL.

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Write short note on generation of computers.
Or
(b) Explain the basic components of computer with neat diagram.
12. (a) Exhibit the different components of mail merge.
Or
(b) Construct a table in word file.
13. (a) Briefly explain the different charts in MS-excel.
Or
(b) Enlist the advantages in spread sheet.
14. (a) How to add and remove slide transition effects?
Or
(b) Examine the various types of Views in Power Point Presentation.
15. (a) Differentiate between Internet and Intranet.
Or
(b) Discuss in briefly about Search Engine.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Elaborate the various input devices used in computers.
17. Explain the following :
(a) Cut, Copy and Paste
(b) Alignment
(c) Font size
(d) Use of Bullets
(e) Auto correct.
18. Write a detail note on various formulas used in Excel.
19. Expound the different types of animation.
20. Give an account on E-commerce.